



## GUIDANCE FOR SESSION COORDINATORS

The ***EPA Science Forum: Collaborative Science for Environmental Solutions*** will be held May 16-18, 2005, at the Ronald Reagan Building in Washington, D.C.

SAIC is the support contractor assisting EPA with coordinating the Science Forum. This guidance provides information on the sessions and speaker requirements.

### SESSION INFORMATION

Each session will be 90 minutes in length. Session coordinators are responsible for selecting an appropriate number of speakers to fill the 90 minutes. Please limit the number of speakers in order to avoid exceeding the 90-minute time period. Due to the number of concurrent sessions in the program it is important that all presenters keep within their time limit so the program will remain on schedule.

Once the speakers have been identified, please complete the ***Session Information Form*** and return it to Alina Martin, SAIC, via email or fax **by Friday, April 8, 2005**. Please be sure to include the session title as you would like it to appear in the final agenda, a list of speakers and their email addresses, and the name of the session moderator. Once you submit this information to SAIC, speakers will be sent specific guidance related to the speaker requirements outlined below.

### SPEAKER REQUIREMENTS

Each meeting room will contain one LCD (data) projector and one computer with Microsoft PowerPoint. All speakers are asked to use the computer that we provide in order to allow smooth transitions between presentations. An overhead projector will be provided only if requested in advance of the Forum. Internet access will not be available within the meeting rooms.

All speakers are asked to submit an electronic copy of their presentation to SAIC by **Wednesday, May 11, 2005**. Presentations should be submitted by email to [tcs-events@saic.com](mailto:tcs-events@saic.com).

Speakers should also plan to bring a backup copy of their presentation on CD-ROM or memory stick to the Forum. Presentations received by the due date will be pre-loaded onto the computer in your session room.

Speakers are asked to provide a short bio-sketch (2-3 sentences) to be used by the session moderator when introducing their presentation. Speakers should submit an electronic copy of their bio-sketches to Alina Martin, SAIC, at [tcs-events@saic.com](mailto:tcs-events@saic.com) by **Tuesday, April 26, 2005**. SAIC will provide you with a copy of the bio-sketches to the session chairs.

### REGISTRATION

All participants should register via the Science Forum web site: [www.epa.gov/scienceforum](http://www.epa.gov/scienceforum). Participants will receive hotel and other logistical information once they register.